

Delaware Homeland Security Terrorism Preparedness Working Group
Delaware Emergency Management Agency
Meeting Minutes
July 18, 2011

1. Director Jamie Turner convened the Delaware Homeland Security Terrorism Preparedness Working Group (DHSTPWG) meeting at 1:30 p.m. in the Delaware Emergency Management Agency (DEMA) Training Room. The following documents were provided to meeting participants:
 - a. Meeting Notice & Agenda
 - b. Training and Exercise Subcommittee Meeting Minutes from June 1, 2011
 - c. Delaware Homeland Security Terrorism Preparedness Working Group Reallocation (DHSTPWG) Summary
 - d. DHSTPWG Meeting Minutes from May 26, 2011
2. May 26, 2011 minutes were reviewed and approved. (**Motion: Robert Newnam; Second: Dave Carpenter – Passed Unanimously.**)
3. **Old Business:**
 - a. **Communication Interoperability**
 - 1) Interoperable Emergency Communications Grant Update – The SCIP was updated at a workshop held on June 14. The TICP Workshop (technical assistance to rewrite the TICP) is scheduled for July 25.
 - b. **Subcommittee Reports**
 - 1) Resource Management and Asset Tracking and Personnel Identification and Accountability Subcommittee – (Secretary Lewis Schiliro, Chairman) – Richelle Edwards briefed the Subcommittee decided the national standard for map symbols should be used in RMAAT. DTI will be working with GeoDecisions to incorporate the mapping symbols into RMAAT. The Subcommittee approved a change order to obtain credentialing software for three additional laptops and three additional scanners. Servers and software licenses are being ordered. GeoDecisions will provide three days of “Train the Trainer” training.
 - 2) Training and Exercise – The Subcommittee meeting was held on June 1, 2011 at the Delaware State Fire School in Dover. Minutes of the meeting were provided to the Working Group. The following training requests were approved: Remotec EOD Robot Repair and Maintenance Certification (\$11,084.00), Memex Users’ Conference (\$2,178.00), and the annual N.T.O.A. Conference (\$5,160.00). The State Training and Exercise Planning Workshop will be held in September 2011. The next meeting is scheduled for August 3, 2011 at the Fire School.

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4. New Business:

- a. **Funding Reallocation** – Jennifer Dittman: The following reallocations were presented and approved. (**Motion: Allen Metheny; Second: Lt Bruce VonGoerres - Passed Unanimously**)

FY10, SHSP, Investment 3 – New Castle County EMS requests reallocation of \$50,000.00 from BID 3454 (PPE Replacement) to establish a new budget line.

FY10, SHSP, Investment 2 – The Law Enforcement WMD Subcommittee requests reallocation of \$250,000.00 from the Mobile Field Force Project (BID 3417 and 3418) to establish a new budget line for an armored vehicle for the City of Dover Police Department.

FY09 SHSP, Investment 3 – Sussex EMS requests reallocation of \$32,000.00 in cost saving from Budget Line 3376 to establish a new budget line to purchase a gator and a trailer.

FY09, SHSP, Investment 3 – Kent County EMS requests reallocation of \$2,219.00 from Budget Line 3320 (Heater Meals), and requested reallocation of \$1,675.20 from Budget Line 3351 (RAE Detector). The funding will be used to establish budget lines for base camp and medical supply items.

FY07, SHSP, Investment 8 – Public Health requests reallocation of \$5,500 from Sub-grant FY07-005 budget line. The funding will be reallocated to budget line 3385 to provide additional funding for the purchase of trailers.

- b. **Homeland Security Grant Program**– The Working Group held a discussion on how to proceed in an environment where funding is anticipated to be reduced in upcoming grant years. In light of future reductions, discussion centered on the following issues: What should be sustained, what should be established in light of threats to Delaware, what methodology should be used to guide sustainment and development of capabilities, should capabilities be funded through State and Local sources. Jen Dittman briefed the FY2011 SHSP Grant had been submitted and thanked the Working Group for responsiveness in light of the short turn-around for processing the grant. Presently, DEMA is in the process of reconciling grants and will be holding purchases while reconciliation is being done.
- c. **DHSTPWG Chairman Comments**—Director Turner is placing a threat brief and development of a methodology on the agenda for the next meeting. The intent is to inform the group and aid in the development of solutions to address capabilities that should be the focus of the State Homeland Security Grant Program in light of future funding reductions. He noted the Governmental Accounting Office and the

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Congressional Budget Office are examining the UASI and Port Grants due to a large amount of unspent funds. And, noted, that the Homeland Security Grant Program does not have a good measurement of capabilities that have been established over time. DHS will be developing performance measures and a process to measure capabilities. The Working Group will not be meeting in August 2011.

5. The meeting adjourned at 3:00 p.m.
6. **Next Meeting— the next meeting is scheduled for September 26, 1:30 p.m.—DEMA Training Room.**



JAMES E. TURNER, III
Chairman, Delaware Homeland Security Terrorism Preparedness Working Group

Attachments: Attendance Roster

Note: All Meeting Handouts are available upon request.

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MEETING ATTENDANCE ROSTER	
Name	Agency
Voting Members	
Jamie Turner	Chairman
Absent	DE National Guard
Allen Metheny	DE Volunteer Firefighter's Association
Charles Condon	Delaware State Police
Harvey Velott	Delaware Police Chiefs
Joe Wessels	Delaware League of Local Governments
Robert Newnam	Delaware Fire Service
Bruce VanGoerres	Council on Police Training
David Carpenter	NCC Emergency Management
Absent	KC Emergency Management
Absent	Wilmington Emergency Management
Charles Stevenson	SC Emergency Management
Dwayne Day	Public Works
Suzanne Raab-Long	DE Healthcare Association
Nicole Quinn	DHSS, Division of Public Health
Ellen Malenfant	DNREC
Absent	Public Safety Communications
Dave Mick	Emergency Medical Services
Sandra Ennis-Alexander	Department of Technology & Information
Absent	Department of Agriculture
Robert George	Citizen Corps
Working Group Members & Guests	
Kurt Reuther	Department of Safety and Homeland Security
Richelle Edwards	Department of Technology & Information
Eric Huovinen	SC Emergency Medical Services
Larry Kibler	Civil Air Patrol
Thomas Ellis	Department of Justice
Mike Chionchio	Office of the State Fire Marshal
Delaware Emergency Management Agency Staff	
Glenn Gillespie	Deputy Director
Jennifer Dittman	Terrorism Preparedness Supervisor
Courtney Emerson	Planner
Will Hayes	Planner
Janet Berry	Technical Assistance Coordinator
David Johnson	Technical Assistance Coordinator